

**United States District Court
Eastern District of New York
Office of the Clerk
Vacancy Announcement**

Date: February 23, 2006

Position: Courtroom Technology Specialist

Location: Brooklyn Courthouse

Salary: Level CL 28/1 - 29/61 (\$56,083 - \$108,424)

Closing Date: Open Until Filled

Vacancy No.: 07-01 (Revised announcement 06-18)



Position Summary:

The United States District Court has an opening for the position of **Courtroom Technology Specialist** based at the Brooklyn Courthouse, with periodic travel to the Long Island Courthouse in Central Islip. The incumbent reports to the Clerk of Court, and the Chief Deputy for Automated Services, and is assigned to the Automation Department. The incumbent is responsible for maintaining the court's Audio/Visual systems and services.

Duties and Responsibilities:

Troubleshoots devices at the hardware level, such as serial or hardware device level interfaces. Such systems will include fiber optic controlled video distribution systems, wireless systems and biometric systems.

Configures devices and systems for proper operation using available software and hardware.

Recommends to the court the implementation of standard policies and procedures pertaining to introduction and utilization of new technology and equipment for courtroom technology environments.

Works with the court in the development and eventual implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.

Advises the court in areas of technology support, requirements and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.

Oversees day-to-day operations of any technology used in the court to ensure reliable and effective operation. Performs requisite programming to system to accommodate local court needs.

Works with the Chief Deputy for Automated Services in the area courtroom technology needs, objectives and capabilities, including anticipation of future requirements and problems.

Serves as principal instructor in the court on technology techniques, applications, and utilization, and supervises deputy clerks in providing training to all court personnel.

Monitors developing technology and recommends, develops or installs system upgrades or features to satisfy local court needs. This includes making adaptations to national systems; acquisition and planning for the acquisition of specific systems to meet specific local needs; and developing software to meet local needs.

Develops procedural guidelines and training documentation as needed for end users.

Tests and evaluates new technology prior to application in court environment.

Coordinates video and teleconferences for the Court. This duty may involve such tasks as scheduling, troubleshooting, setting up equipment, initiating calls, and staying on hand to monitor equipment during conferences.

Serves as liaison with other federal agencies such as U.S. Attorney's Office, Federal Public Defender's Office and ensures members of same groups receive adequate notice of court technologies available. Serves as training coordinator for same bar groups using court technology.

Will be on-call for help during ordinary or extraordinary court proceedings and is the primary contact for contractors and other outside vendors when systems are being installed or are under repair.

Eligibility Requirements:

To qualify for this position, the candidate must have specialized experience in the Audio/Visual field. At least three(3) years to qualify for the CL 28 level and four (4) years to qualify for the CL-29 level are required. The ability to troubleshoot devices at the hardware level, such as serial or hardware device level interfaces, is necessary. Such systems should include fiber optic controlled video distribution systems, wireless systems and biometric systems. The successful candidate must be able to create new screens and modify existing screens using the appropriate programming language. Knowledge of video conferencing applications is required. Experience in design of audio visual systems using design and drafting software such as AutoCAD and experience with audio systems software such as Polycom Conference Composer is highly desirable.

Applicant Information:

Interested applicants should submit a cover letter and resume specifying their qualifications with a current resume to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager**

The successful candidate must undergo a FBI criminal fingerprint check.

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